

POSITION DESCRIPTION

Position: TEMPORARY ANNUAL SURVEY ASSISTANT
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: COLLECTIVE IMPACT
Reports to: CONTINUOUS IMPROVEMENT MANAGER, PARTNERSHIPS
www.uw.org
Date prepared: August 24, 2015

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

The Temporary Survey Assistant offers support to UWSL's Annual Survey Process. Surveys are distributed in the Community Schools and Neighborhoods that we support and help us understand clients' opinions, opportunities, and assets. This position is responsible for scanning surveys, downloading and saving surveys as instructed, checking the accuracy of data captured, and hand entering survey responses as required. The duration of this project is 2-8 weeks at 15-35 hours per week. This candidate may be able to work remotely.

KEY RESPONSIBILITIES

- Scan 11x17 two-sided surveys into a scanner
- Download and save surveys as instructed
- Check data capture of each survey
(NOTE: The temporary employee may be required to enter, by hand, respondent's intended survey responses when form is completed incorrectly. Handwritten information will also need to be typed into the program.)
- Spot-check responses to ensure the data capture tool has captured all responses
- Save data capture tool regularly

POSITION REQUIREMENTS

- Proficiency with Microsoft Excel
- Proficiency with scanner/copier technology
- Strong attention to detail and demonstrated ability to complete repetitive work at high levels of quality
- Ability to complete project within the specified timeframe
- Ability to stand on feet and use a scanner/copier for a full work day
- Ability to focus and work quietly
- Punctual and discreet
- Business appropriate attire required
- Candidates need not necessarily complete work assignments in the office. If working remotely, must be able to provide and cover expenses associated with computer equipment necessary to complete work assignments.

MIMIMUM REQUIREMENTS

1. 1 year data entry experience

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly in oral and written formats; must be able to transcribe, read extensively and prepare and analyze data and figures. Typically the employee may sit comfortably to do the work, however there will be some walking, standing, bending, carrying light items, use of standard office equipment, etc. Special physical demands are not required to perform the work.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position that pays \$12-\$13 per hour

TO APPLY

Only complete applications will be considered for the position. Interested applicants should submit a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>.